



## *Summer Intern Program for Environmental Justice Community Organizations*

Since 1992, the Office of Environmental Justice (OEJ), at the U.S. Environmental Protection Agency (EPA), has sponsored a Summer Intern Program through a cooperative agreement with the Environmental Careers Organization (ECO), a non-profit organization located in Boston. Approximately, 2,000 students from all parts of the U.S., from diverse ethnic backgrounds, and all academic levels (undergraduate, graduate and doctoral) have participated in this educational program. The students have received training on challenging science, engineering, management, education and policy-related projects at EPA. In 2000, OEJ initiated the Community Intern Program, through which more than 75 students have experienced environmental protection at the grassroots level. Last year, OEJ placed 30 interns and paid a stipend of \$400, because of the success of this initiative and the overwhelming response of organizations, **I am happy to announce that this year OEJ will be able to provide a total of 40 interns, and to increase their stipends to \$450.** The Community Intern Program will be available annually for placement of approximately 30 to 40 interns with local community organizations.

**Preference will be given to community organizations that were not selected the previous year. Students must be citizens of the United States, its territories, or possessions, or lawfully admitted to the United States for permanent residence.**

To be eligible, your organization must be **non-profit**. This may be demonstrated through designation by the Internal Revenue Service as a 501(c) organization or by evidence that a state recognizes the organization's non-profit status. **Interns will not be allowed to work in private homes.** If your organization meets these requirements and you would like to participate in this opportunity to receive a student this summer, your project description must be received by January 31<sup>st</sup> for placement that summer. Your project must be to develop research, or be of a research nature, (i.e., conducting a survey, doing research, collecting and analyzing data) which will be used to expand scientific knowledge or understanding of the subject studied.

If you know of a student who would be interested, send his/her resume at the same time you send your project description form to: Liz Cavano, Attn: Community Intern Program, ECO, 179 South Street, 5<sup>th</sup> Floor, Boston, MA 02111; E-mail to [lcavano@eco.org](mailto:lcavano@eco.org); by fax to 617-426-8159. Location of housing is the responsibility of the student.

Students must register with ECO to participate. If you know of students in your community that would be interested in this opportunity and who are currently enrolled in a college or university, even if not being proposed for your project, you may have them send a resume to Liz Cavano. For more information, you may contact Liz Cavano, Intern Coordinator for ECO at 617-426-4783, Ext. 147 or Renee Goins, EPA/ECO Intern Program Coordinator, (202-564-2598), E-Mail: [goins.renee@epa.gov](mailto:goins.renee@epa.gov), or fax to: 202-501-1106.

**An Organization Must Complete the Project Description Form  
To Be Able To Participate Each Year**

**Project Description Form Can Be Found on Next Page**

# **PROJECT DESCRIPTION FORM for COMMUNITY ORGANIZATIONS**

## **INSTRUCTIONS**

To request an Intern, you must complete this form, attach your project, and either fax a copy to the Environmental Careers Organization (ECO) on 617-426-8159, or send it by email to [lcavano@eco.org](mailto:lcavano@eco.org).

**Community Organization Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description of Type of Work:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone/Fax/Email:** \_\_\_\_\_

**Project Advisor:** \_\_\_\_\_

(This person will verify time and attendance)

**Phone/Fax/Email** \_\_\_\_\_

**Number of people in your Organization:** \_\_\_\_\_

### **Description of Project (no more than 1-2 paragraphs)**

Project should focus on the following: 1. Specific Tasks 2. Expected Results 3. Benefit to the Intern. (Please attach your project description on your organization's letterhead)

**If you know of a student interested in participating in this year's Summer Community Organization Intern Program, please forward a resume to Liz Cavano at ECO, Attn: Community Intern Program, 179 South Street, 5<sup>th</sup> Floor, Boston, MA 02111 or email resume to [lcavano@eco.org](mailto:lcavano@eco.org).**

**All Project Forms Must Be Received By January 31st**